



Administrative Assistant

Start-up description

SPiN is a leading provider of modularity solutions for the space sector. It offers satellite integration solutions to transform satellites into modular systems, empowering satellite manufacturers to spend high-value time and money where it counts: pursuing new ventures. More information about SPiN can be found at <http://www.spinintech.com/>.

Job purpose

SPiN is seeking highly organised and motivated individuals to join the team in Luxembourg and contribute to the efficient functioning of administrative operations in coordination with teams in Italy, Germany, the United Kingdom, and the United States.

Duties and responsibilities

- Provide general administrative support, including managing calls and emails and scheduling appointments
- Assist in the preparation and organisation of documents, reports, and presentations
- Maintain and update electronic and physical filing systems, ensuring accuracy and accessibility
- Maintain HR records for employees, including hiring, termination, vacation, sick, and travel time
- Coordinate meetings and events, including arranging logistics, preparing materials
- taking meeting minutes and recording actions
- Handle incoming and outgoing correspondence and shipping, ensuring timely and appropriate responses
- Prepare, monitor and update office inventory
- Manage office supplies and equipment, making procurement recommendations as needed
- Perform surveys for possible suppliers, request quotations and provide best offer analysis
- Collaborate with team members in other European establishments to streamline administrative processes and improve overall efficiency
- Coordinate domestic and international travel arrangements for employees

Qualifications

- At least 2 years of proven experience as an administrative assistant or in a related role
- Proficient in Microsoft Office Suite and other relevant software applications
- Strong organisational and multitasking skills, with attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively in a fast-paced environment
- Discretion and confidentiality in handling sensitive information
- A proactive and positive attitude with a willingness to take on new challenges
- Proficiency in English and French, knowledge of Italian or German is an asset

Working conditions

- Working location: 9 Av. des Hauts-Fourneaux, 4362 Esch-sur-Alzette, Luxembourg
- Start date: Q2 2024
- Position type: part-time 50%.
- Must have a European work permit or EU citizenship

Please fill in the application form to apply for this opportunity: <https://wkf.ms/3rlgV6x>
For more information, you can contact us at hr@spinintech.com